

DIRECTIONS FOR E-FILING

THE PUBLIC SERVICE COMMISSION OF SOUTH CAROLINA

1. In order to e-file you must register and create your login and password. After you have e-filed a document, an e-mail will be sent to you stating that the Commission has received your filing.
2. All electronic filings must be in a PDF format.
3. The following statement must be contained on all paper copies submitted to the Commission: **“THIS DOCUMENT IS AN EXACT DUPLICATE, WITH THE EXCEPTION OF THE FORM OF THE SIGNATURE, OF THE E-FILED COPY SUBMITTED TO THE COMMISSION IN ACCORDANCE WITH ITS ELECTRONIC FILING INSTRUCTIONS.”**
4. When a document is e-filed with the Commission, the signature of the attorney filing the document must be shown as an “s/” followed by the attorney’s name typed in the signature line of the document.
5. The original and one copy of all e-filings must be mailed or hand delivered to the Commission. The original copy of the filing plus one copy must be received at the Commission no later than three (3) business days after receipt of the electronic filing. E-filed documents will not be processed at the Commission until the original and one copy of the document have been received at the Commission. The filed date will be the date of the electronic submission to the Commission, unless otherwise provided by Commission order, etc.
6. Once the e-filed document is reviewed, an email will be sent to the filer indicating whether the filing has been accepted or rejected for processing.
7. All confidential filings must be mailed or hand delivered to the Commission. No confidential filings should be sent electronically to the Commission.
8. Maps must be mailed or hand delivered to the Commission. If the map is in a PDF format, the map may be e-filed with the Commission.
9. **If e-filing is not used when submitting a document to the Commission, the Commission’s statutes, rules, regulations, and orders governing practice and procedure govern the filing (e.g., number of copies, etc.)**